



State of New Jersey Office of the Attorney General Division of Elections

Communications for the Statewide Voter Registration System (SVRS)

NEW JERSEY

Deliverable SVRS 036 Communications

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Revision History

Date	Brief Description	Changed By:
08/04/2005	Initial Draft	Kathleen M. Manning
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1 VOTER REGISTRATION COMMUNICATIONS OVERVIEW

The Voter Registration Communication Plan, Deliverable SVRS035, defined the communications phases, audiences, delivery platforms, and specific guidelines for message generation. This deliverable, SVRS036, provides a detailed inventory of the specific communications that have been generated thus far during the execution of the Communication Plan. This deliverable also includes the County Level Implementation Plans which are specific to deliverable SVRS082.

All communications are initially distributed directly via either e-mail and/or fax and then are placed on the SVRS project website for direct access and historical viewing purposes.

<http://njelections.org/svrs/index.html>

2 COMMUNICATIONS INVENTORY AS OF 8/05/2005

The following table lists all communications generated under the auspices of the Communications Plan. Examples of communications are provided in the Appendices.

COMMUNICATION INVENTORY AS OF 8/05/2005				
COMMUNICATION TYPE	MAIN MESSAGE CONTENT	PUBLISH DATE	WEBSITE LINK	EXAMPLE
1. Web site	All project communications	6/02/2005	http://njelections.org/svrs/index.html	Appendix A
2. Monthly Newsletter	Issue 1 - Project Plan & Schedule	5/03/2005	http://njelections.org/svrs/newsletters.html	Appendix B
	Issue 2 – Data Conversion	6/03/2005	http://njelections.org/svrs/newsletters.html	N/A
	Issue 3 – Training	7/05/2005	http://njelections.org/svrs/newsletters.html	N/A
	Issue 4 – Go Live Dates and County Level Implementation Plans (CLIPS)	8/04/2005	http://njelections.org/svrs/newsletters.html	N/A
3. Special Bulletin	SB 1 – Pilot Counties	5/10/2005	http://njelections.org/svrs/bulletins.html	Appendix C
	SB 2 – Project Web Site Announcement	6/2/2005	http://njelections.org/svrs/bulletins.html	N/A
4. FAQ / Q&A	Questions and answers regarding the SVRS project and application	6/02/2005	http://njelections.org/svrs/faqs.html	Appendix D
5. Focused Message	Training Survey Cover Letter	5/19/2005	N/A	Appendix E
6. Face – To – Face Meetings	Round 1 - Introduction/ Basic Computer Skills Survey & Training Needs / Concerns / Issues Round 2 – Follow up phone calls to CLIP distribution	6/30/2005 8/3/2005 – 8/12/2005	N/A	Appendix F
7. Resource Guide	All Project Information		http://njelections.org/svrs/resourceguide.html	N/A
	Project Planning & Oversight - Project kick-off, planning, and other documents that show how the project is being planned and executed.		http://njelections.org/svrs/resourceguide.html#Project	Appendix G
	Hardware & Software - Specifications, plans and schedules for the hardware and software to be purchased and installed at each county location.		http://njelections.org/svrs/resourceguide.html#Hardware	Appendix G

COMMUNICATION INVENTORY AS OF 8/05/2005				
COMMUNICATION TYPE	MAIN MESSAGE CONTENT	PUBLISH DATE	WEBSITE LINK	EXAMPLE
	Conversions - Process, plans and schedules for the conversion activities required to convert each county's data to the statewide database used by SVRS.	7/20/2005	http://njelections.org/svrs/resourceguide.html#Conversions	Appendix G
	System Design - Documents describing the functionality being provided by the SVRS, including highlights from the Joint Application Development (JAD) sessions, which were held to refine the requirements and functionality of the system.	6/02/2005 7/20/2005	http://njelections.org/svrs/resourceguide.html#System	Appendix G
	Schedule - Current project plan and timeline, and any other documents which may provide details regarding the project schedule.	6/02/2005	http://njelections.org/svrs/resourceguide.html#System	Appendix G
	Communications - Details about the Change Management and Communication program being used for the project.	6/02/2005	http://njelections.org/svrs/resourceguide.html#Communications	Appendix G
	Training - Documents defining the training process, types of training, training plan and schedule.	6/02/2005 7/20/2005	http://njelections.org/svrs/resourceguide.html#Training	Appendix G
	User Acceptance Test - Plans, schedule and responsibilities for User Acceptance Testing, which will involve user testing of the SVRS system to ensure it meets the requirements as defined.	TBD	Placeholder	Appendix G
	Maintenance & Support - Guidelines, procedures, contact information and other details for the period which begins after all counties have been moved to the SVRS.	TBD	Placeholder	Appendix G

3 COUNTY LEVEL IMPLEMENTATION PLANS (CLIPS)

Each New Jersey County has been provided an implementation plan which lists tasks and dates relevant to the main implementation activities specific to that county. The CLIP is intended as a communication tool which identifies the key activities and touch-points where county involvement is expected, culminating with the training and go-live information.

Included in Appendix H are the original versions of the CLIPs that were distributed.

4 APPENDICES

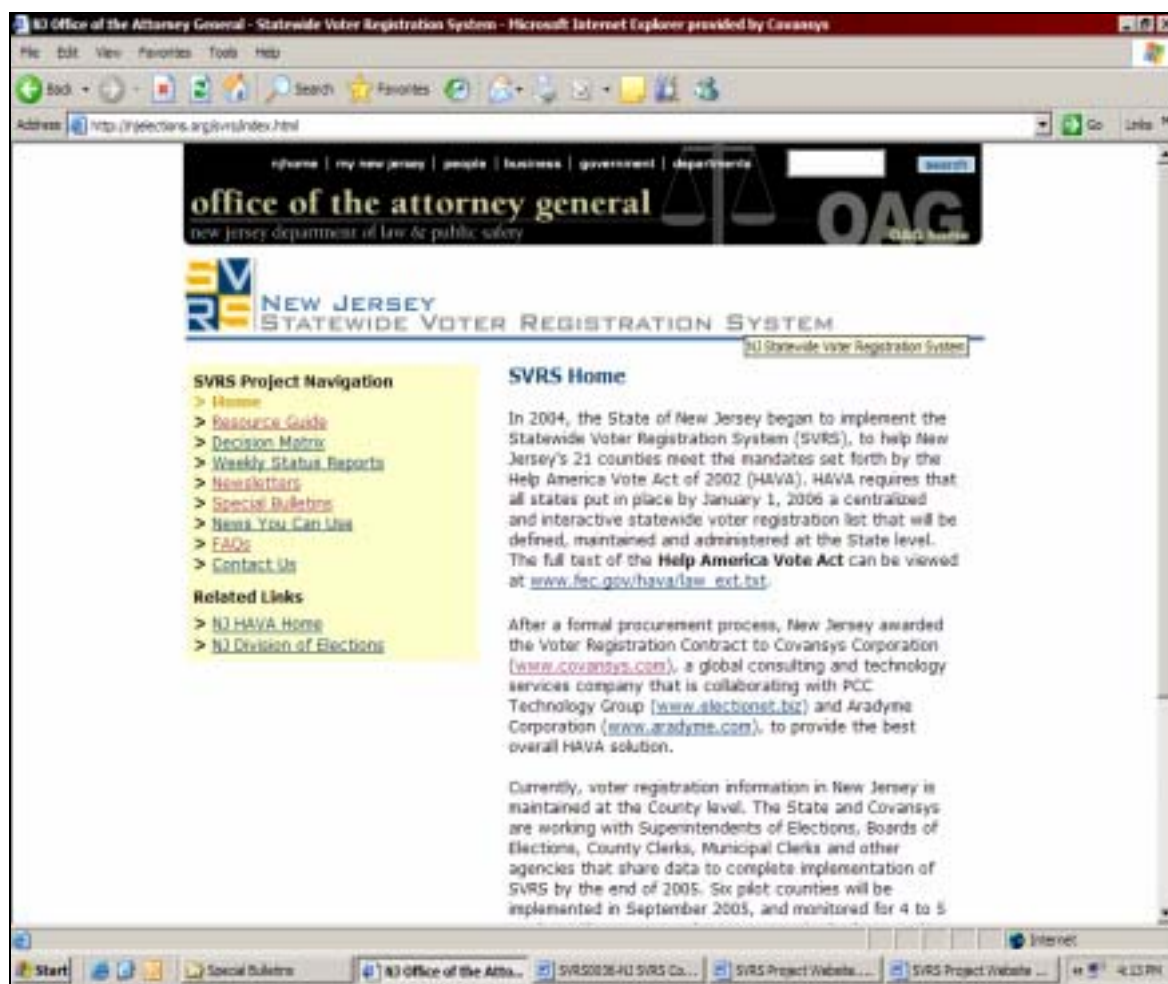
The following appendices provide examples or descriptions of the communications.

4.1 Appendix A - SVRA Project Web Site

The objective of the website is to provide everyone impacted by the implementation of the Statewide Voter Registration System with the information necessary to understand the how, what, when, where and why of the project.

The heart of the website is the Resource Guide. This page contains links to several documents that will provide you information about the project. Linked documents are organized by the following subjects:

Project Planning & Oversight	Communications
Hardware / Software	Training
Conversion	User Acceptance Test
System Design	County Level Implementation Plan
Schedule	Maintenance & Support



4.2 Appendix B - Monthly Newsletters

The content for the newsletter is determined each month, and employs the strategies and objectives for managing and communicating the changes during the SVRS project. The newsletter is targeted to all audiences, is delivered by both fax and email, and is accessible on the project web site.



Issue 1

May 3, 2005

Introducing **SVRS News**

Welcome to the first edition of the **SVRS News**, a publication dedicated to bringing you, each month, up-to date information about the implementation of the Statewide Voter Registration System required by HAVA, the Help America Vote Act.

Included will be news about the project in general, the progress of the installation in pilot counties, next steps, what you can expect in your county, how the training program is going to work for you and your staff, success stories and lessons learned. Also, there will be a "frequently asked questions" feature that will address issues common to many counties and that may apply to you as we work through the SVRS project together.

The **SVRS News** will always contain the "hard news" that will help make your transition to a new way of managing voter registration easier. We will distribute it to you by fax and e-mail, and also make it available on our upcoming Web site, along with other important information.

Our plan is to share with you, by every means possible, all the SVRS information you want and need. We hope you will read our newsletter and Web site regularly, respond if you wish, and help us to make them responsive to your needs. As always, please feel free to contact me directly with comments and constructive criticism.

Mike Gallagher
HAVA Project Manager



NEW JERSEY HAVA * HELP AMERICA VOTE ACT * NEW JERSEY OFFICE OF THE ATTORNEY GENERAL

Managing the Project Work

"Wow! So much work, so little time! Then, there's our real job of certifying and safekeeping voting machines, registering, managing and updating voter records, supervising poll locations AND conducting elections – how will we ever get it ALL done?"

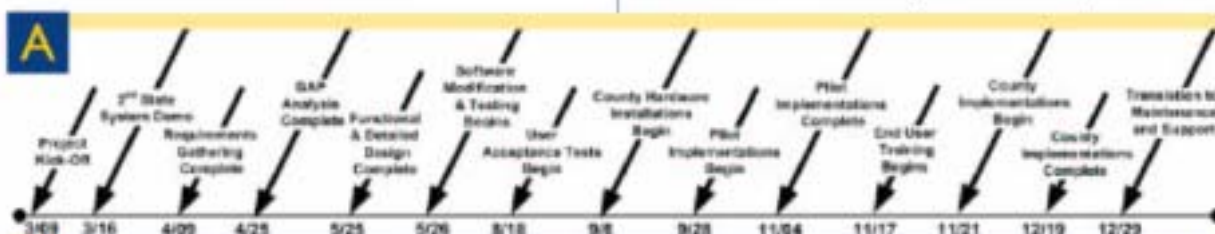
One of the biggest challenges in a project with this type of complexity and schedule is organizing and completing it as efficiently as possible for all parties involved.

The Overall Plan and Schedule

Diagram A below is a look at the key project accomplishments by forecasted begin or completion date.

You are Needed

Diagram B below is the project roadmap that highlights the timeframes and activities where county and agency involvement is essential to the success of the project. A complete project guide will soon be available for viewing on the HAVA Project Web site.



B

Phase Name	Start Date	End Date	Activities Where YOU are Needed	Done
Phase 1 - Project Initiation Phase - The purpose of this phase is to solidify the HAVA project plan, announce the project and encourage collaboration among the state, county and affected agencies.	3/1/05	4/15/05	- Kickoff meeting - System demos - Project planning	✓ ✓ ✓
Phase 2 - Business Needs Assessment/Gap Analysis - The purpose of this phase is to understand the application, hardware, software and data conversion requirements.	3/9/05	5/11/05	- JAD sessions - Procedural issue resolution - Site surveys - Site visits	✓ ✓ ✓ ✓
Phase 3 - Design and Implementation Planning - The purpose of this phase is to translate the joint understanding of the requirements into design definitions for the new system and to plan the rollout of the new system.	5/3/05	8/19/05	- Technical architecture (Hardware and Software) & Database design approval - Pilot/Other install schedules - Training surveys & schedules	✓ ✓ ✓
Phase 4 - Software Modification and Testing - The purpose of this phase is to configure the application and test it to ensure compliance to requirements.	5/9/05	10/25/05	- Finalize pilot implementation plans (includes training plan)	✓
UAT Specific Phase 5 - Pilot Implementation - The purpose of this phase is to convert the early implementing counties to the new system and prove/improve the implementation process.	8/18/05	9/14/05	- Conduct user acceptance test	✓
Phase 6 - Staged Rollout and Deployment - Remaining Sites - The purpose of this phase is to convert the balance of counties to the new system.	8/18/05	11/7/05	- Host install of Hardware and Software - Conduct final data conversion - Train pilot site users - Validate, correct, and eliminate duplications to converted SVRS data.	✓ ✓ ✓ ✓
Phase 7 - Conversion and Interface - The purpose of this phase is to integrate the county's data into the new system and to plan and build the external interfaces needed for agency data transmission.	11/8/05	12/19/05	- Host install of Hardware and Software - Conduct final data conversion - Train all users - Validate, correct and eliminate duplications to converted SVRS data	✓ ✓ ✓ ✓
Phase 8 - Project Close-out and Transition to Maintenance and Support - The purpose of this phase is to establish the ongoing maintenance agreements and complete the system documentation.	3/14/05	12/19/05	(Overlaps all phases): - Identify data needs - Test, populate, validate & refine data	✓ ✓ ✓
Phase 9 - Project Close-out and Transition to Maintenance and Support - The purpose of this phase is to establish the ongoing maintenance agreements and complete the system documentation.	10/26/05	2/1/06	- Complete operational transition to new SVRS	✓

Leading the Charge

The SVRS Project is being implemented under the auspices of the Office of the New Jersey Attorney General. Listed below are those responsible for planning, managing and coordinating the design, build and implementation of the new SVRS.

State Resources

- ♦ **Chief of Staff to the Attorney General** - Markus Green. Marcus provides general oversight and direction for the SVRS project.
- ♦ **NJ State HAVA Project Manager** - Mike Gallagher. Mike is accountable for the overall implementation of the project. He provides guidance and leadership to the SVRS project and will ensure that all the appropriate people are involved in the project at the appropriate times.
- ♦ **Counsel and Advisor, Senior Deputy Attorney General** - Donna Kelly. Donna ensures that the new SVRS and all related processes are compliant with HAVA and the State of New Jersey administrative code.
- ♦ **Deputy Project Manager** - Matt Sibenik. Matt is the Project Management Office Technical Liaison and provides backup support to all aspects of the SVRS project, particularly in the areas of technical requirements, system design decisions and hardware configuration management.
- ♦ **Technical Liaison** - Michael DiSimoni. Michael provides support to the project regarding the technical aspects of the SVRS project and prepares the State to assume help desk, maintenance and support roles.
- ♦ **Business Process Lead** - Donna Barber. Donna ensures the correct interpretation of business requirements and assists in the definition of new voter registration processes, policies and procedures.
- ♦ **Communications and Change Management** - Carol Gaskill. Carol will ensure that information about the SVRS project is readily accessible and that the information provided is timely and informative. She will also assist in managing and resolving the counties' concerns or issues that arise out of process changes that result from the SVRS implementation.
- ♦ **Contract Manager** - Manita Patel. In the role of Contract Manager, Manita ensures that the vendor meets the contractual obligations.
- ♦ **Procedural Review** - Nicole Papanier. In this role Nicole is responsible for reviewing gap analysis documents and coordinating the resolution of outstanding procedural issues.
- ♦ **Project Administrative Support** - Edwina Phox. Edwina assists in the maintenance of the SVRS Project Central Files and supports the State Project Manager in managing the numerous facets of the SVRS project.
- ♦ **Art Director/Web Master** - Paul Krantl. Paul is responsible for the design of both print and electronic communications including our upcoming Web site.
- ♦ **Clerical Support** - Lisa Zachino. Lisa maintains the SVRS Project Central files, schedules meetings, prepares correspondence and provides general office support.

Covansys Resources

After a formal requisition process, New Jersey awarded the Voter Registration Contract to Covansys Corporation, a global consulting and technology services company that is collaborating with PCC Technology Group and Aradyme Corporation, to provide the best overall HAVA solution. The following Covansys and partner team members will lead and coordinate the activities required for a successful implementation.

- ♦ **Project Manager** - Wm. Gary Bush
- ♦ **Elections Subject Matter Expert** - Tom Ferguson
- ♦ **Functional Manager** - Jeff Phillips
- ♦ **Business Analysts** - Vilasini Reddy and Rahul Aramandia
- ♦ **Conversions Managers** - Gary L. Bush and John Nielsen
- ♦ **Application Technical Support (ATS) Manager** - Brian Shell
- ♦ **Technical Consultants** - Chad Duling, Bob Hart, Linus Munger and Jim Wassmuth
- ♦ **Application Director** - Bob Brandner
- ♦ **Application Architect** - Raj Satyaneni
- ♦ **Business Transition Manager** - Kathy Manning
- ♦ **Business Transition Analysts** - Sonam Bakhshi and Mary Jo Goetz
- ♦ **Training Manager** - Carole Rennie

You

You, the Election Official or Staff Member, are most important to this project. It is your commitment to making time in your already busy schedule to provide relevant and needed information, make timely decisions, and participate actively in the project activities when needed, that will make this project a success. Thank you for the time you have already dedicated to this effort.



NEW JERSEY
STATEWIDE
VOTER
REGISTRATION
SYSTEM

SVRS NEWS

Issue 1

May 3, 2005

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4.3 Appendix C - Special Bulletins

These messages are brief emails or faxes that communicate status of specific items, or communicate last minute schedule changes or decisions. The Special Bulletin is used to communicate information in-between newsletters, but may be repeated or summarized in the subsequent newsletter.



Special Bulletin 1

May 10, 2005

SVRS Pilot Counties Confirmed

"SVRS to be fully operational by November 1, 2005!" That is the goal for the six counties who have volunteered to be on point for the implementation of SVRS. It is an exciting and scary commitment for these counties. It is exciting because they will be able to use the new system for the gubernatorial elections if they wish and because the hard work of a full conversion to a new voter registration system will be behind them. It is daunting for the very same reasons – committing to being a pilot county in this busy election year takes the coordination skills of a circus performer, the determination of a grouchy bulldog AND the patience of a saint.

Immediately after successful completion of the SVRS User Acceptance Testing in mid-September, a select group of counties will undergo final conversion of their data into the SVRS database. Simultaneously, their users will be trained in the operation and administration of the SVRS. By early November they will be in full production under the new system...this is not a "test".

Of course, the pilot counties move to the "front of the line" when it comes to data conversion activities and receiving new hardware and software. However, the main benefit of being a pilot county is that there will be a 4-5 week implementation period for them as compared to the normal one-week implementation period. Continued tutoring by the training staff and intensive HelpDesk support will be provided as they begin normal operations under the SVRS. The downside of being an early implementer is there may be unforeseen issues or bugs that may need to be immediately addressed which makes the conversion process seem chaotic.

The lessons learned from the implementation of these pilot counties will be used to make the conversion process smoother and easier for the rest of the counties. A hearty Thank-You goes out to the pilot counties for their commitment to making the SVRS project successful.

Essex, Gloucester, Mercer, Middlesex, Ocean, Union



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4.4 Appendix D - FAQ/QA

This facility (i.e., hotline # or email address) is available so any audience member can ask a question regarding the SVRS project and application. The goal of the Change Management team is to provide an immediate response in a concise and respectful manner. Common questions, along with their answers, may also be included in the monthly newsletter as frequently asked questions.

The original Frequently Asked Questions and Answers are included on the following pages.

Frequently Asked Questions and Answers	
1	<p>Why is New Jersey creating a Statewide Voter Registration System (SVRS)?</p> <p>The federal "Help America Vote Act of 2002" (HAVA) requires that by January 1, 2006, we implement a centralized and interactive statewide voter registration system that will be defined, maintained and administered at the state level. SVRS is intended to improve the integrity, reliability and accuracy of voter registration information; to provide the capability for uniform procedures statewide; and in the end, to help New Jersey election officials to better serve their voters.</p>
2	<p>How will voter registration information be moved into SVRS?</p> <p>We will perform a structured and detailed conversion process where we will first obtain the voter registration information from each county and convert it into the fields and format required by SVRS. Reports for verification and data cleansing will be sent back to each county, and the county will make any necessary changes to their data on their existing system. This process will be repeated a second time, and then the third exchange of data will occur for the final conversion to go live with the system.</p>
3	<p>What kind of functionality will SVRS provide?</p> <p>In general, SVRS will fulfill HAVA requirements and the requirements that were specified in the State's Request for Quotation (RFQ). The areas of functionality that the system supports are:</p> <ul style="list-style-type: none"> • Voter Registration – includes duplicate voter identification • Voter History – includes name, address, birth date, election, and correspondence history • County Data maintenance – includes county clerk, board of elections, superintendent and commissioner information as well as municipal clerk data. Also includes street maintenance and district changes. • Election maintenance – add/modify elections, assign poll workers • Absentee application and ballot processing • Redistricting support • Poll worker tracking and maintenance • Polling places maintenance • Petitions and candidate maintenance • External interfaces – includes exchange of data with Department of Corrections, Parole Board, Department of Health and Senior Services and Motor Vehicle Commission. • Standard and ad-hoc reporting – includes labels and poll books • Centralized inquiry processing

Frequently Asked Questions and Answers	
	<ul style="list-style-type: none"> • System administration functions – such as maintaining users, printers, and running batch processes
4	<p>Who will have access to the statewide voter list?</p> <p>Election officials in each county will have access to view the entire statewide voter list, but only for a specified number of fields, which are necessary to identify unique voter identity. Each county will have access to update and report on voter information for voters registered in their county only. Municipal Clerks will have read-only access to the statewide list and information pertinent to their operation.</p>
5	<p>What is the difference between SVRS and ElectionNet™?</p> <p>5A: ElectionNet™ is the base application purchased by the State of New Jersey. SVRS is New Jersey's customized version of the system, after all the modifications are made to the application to fulfill the State's requirements. Often, these two terms are used interchangeably in referring to New Jersey's new statewide voter registration application.</p>
6	<p>What changes will need to be made to existing hardware and software environment in order to run SVRS?</p> <p>SVRS is a web-based application, and it is accessed via a web browser, like Microsoft Explorer, using an Internet Service Provider. Some counties currently have the ability to access the Internet, but others do not. With the implementation of SVRS, all counties will be set up with Internet access.</p> <p>Using HAVA funds, the State will purchase equipment and/or upgrade each county's existing environment as needed. This includes PC's, printers, scanners and bar-code readers.</p> <p>Each county will also be getting two servers. One will be a local database server, where the data from the central, statewide server will be replicated in "real-time", as it is being updated on the central/ statewide server. The second server will be used to run the application locally. In the remote chance that the central server is down, SVRS will switch to the local county servers for the application and database until the central server is operational. In addition, the local application server can be used to run reports.</p>
7	<p>What about virus protection? Is it preloaded on all PC workstations and servers?</p> <p>Yes, the State has purchased Symantec (Norton) AntiVirus, corporate edition. It will be preloaded on all new PC's and servers. Once the equipment is installed at a county, the county will be responsible for applying the updated virus definition files available from Symantec via their automatic update feature.</p>
8	<p>Will the new PC's have CD burners?</p> <p>Yes.</p>
9	<p>How many scanners or printers will each location get?</p>

Frequently Asked Questions and Answers	
	Quantities will differ from county to county, and will be based on the work level in each office. After initial surveys and assessments, Covansys will make a recommendation to the State as to the quantity of scanners and printers for a particular county. The State, along with input from the county IT staff, will make the final determination. The final hardware allocation will be posted on this website under "Resource Guide."
10	<p>When will the new hardware arrive?</p> <p>Prior to the final conversion and rollout of each county, the hardware will arrive, and will be installed by the Covansys team. For the pilot counties, the hardware installations will begin in late August. Specific dates will be forthcoming.</p>
11	<p>Who is doing the backups of the Server?</p> <p>The local county IT staff will be responsible for loading the media (backup tapes) to back up the local county servers, but it will be an automated process. Hands-on training will be provided.</p> <p>The hosting IT staff will be performing back-ups of the statewide, central servers.</p>
12	<p>How much training will be needed to be able to effectively use the SVRS?</p> <p>A detailed training strategy and schedule is being developed to address the various needs of users. Our base strategy consists of four types of training:</p> <ol style="list-style-type: none"> 1. Computer Skills Training. This training is geared for users not familiar with Windows-based and/or web-based applications. It will be scheduled in advance of each county's planned implementation date. 2. Level 2 Training. This training will teach the user how to use all of the functionality of the SVRS system. This training is conducted during the week prior to each county's "go live" date. 3. Administrator Training. Focused on the administrative functions of the system, such as setting up new users, this class will be targeted to those individuals identified for administrative responsibilities. This training will also be conducted in the week prior to implementation. 4. IT Staff Training. Where needed, both State and local IT staff will receive hands-on training for anything from handling the local server to equipment set-up and maintenance.
13	<p>What kind of report functions will SVRS provide?</p> <p>SVRS has an extremely user-friendly and comprehensive report module. A wide range of search criteria and sort options will be available to meet user reporting needs. The State is currently working with Covansys to ensure that a standard list of reports will be available with SVRS. In addition, the State will be providing each county with Crystal Reports software, which can be used to extract data, create and run custom reports at the county level.</p>
14	Will each county continue to use their current voter registration system

Frequently Asked Questions and Answers	
	<p>along with the SVRS?</p> <p>No. Once a county's data has been converted to SVRS, and they have gone live on the new system, they will not need to maintain their voter list on two separate systems. SVRS will be New Jersey's system of record and will ensure the State's compliance with HAVA.</p>
15	<p>Once SVRS is implemented in all the counties in New Jersey, what type of on-going support will be provided to the counties? (In other words.... When Covansys goes away, who will be assisting us with our questions and concerns?)</p> <p>First of all, Covansys does not go away! Part of their contract with the State includes warranty and maintenance & support, through the year 2007, with an option for annual renewal. 24-hour Help Desk support will be provided, with after-hours support accessible via pager. Depending on the severity of the problem being reported, the help desk response time will be immediate or up to 4 hours.</p>
<p>The following questions are all specifically conversion related. None of these questions has been received from New Jersey users yet, but we anticipate these questions based on our conversion experience thus far in other states. These questions usually come after the first set of exception reports are generated for a county. In New Jersey, this begins to happen for some counties as early as mid-May.</p>	
16	<p>Are all the Voter Registration Records from a county's existing legacy system contained in the Exception Reports?</p> <p>No. Only those records identified by the conversion process as possibly being invalid or in error for use in SVRS are contained in the Exception Reports. Also, keep in mind that one voter registration record can generate multiple items on the Exception Reports.</p>
17	<p>Why is data identified as being invalid or in an error condition?</p> <p>First, to put things in perspective, the following is a very brief explanation of the data conversion process:</p> <p>The conversion process or "engine" is composed of tools, scripts, and programs customized specifically to ensure that the various categories of information needed to satisfy requirements of a HAVA-compliant application such as SVRS meet, at a minimum, the following quality assurance levels:</p> <ol style="list-style-type: none"> 1. Appropriate legacy files are present and linked to corresponding information. <i>Example: Voters must be linked to addresses, etc.</i> 2. Data is present in cases of required fields. <i>Example: Voter name must be present.</i> 3. Data meets edit standards pertaining to respective target field. <i>Example: Dates must be valid.</i> 4. Data passes validity checks when compared to recognized standards of use. <i>Example: Addresses are compared against the USPS database.</i>

Frequently Asked Questions and Answers	
	<p>5. Data, after being “parsed” is correct. <i>Example: If “Mr.” appears in the last name field of a voter record, it is incorrect.</i></p> <p>Data not meeting standards of the Conversion Engine or deemed in need of verification will be called to the attention of the county through the Exception Reports for either acceptance “as is” or corrective action on the county legacy system by the user.}</p>
18	<p>Since providing the conversion team with our data, we have done a lot of work to our existing Voter Registration System such as adding new records, purging out-dated information and updating data; have we lost our work?</p> <p>As long as your work is completed before submission of the third, or “final pull” of data from your existing Voter Registration System to the conversion team, you have not lost your work. In essence, those added voters and updates will be migrated to SVRS while the purged records will be removed from conversion prior to the final load of data to SVRS.</p> <p>Until formally notified that record entry and purges to your existing Voter Registration System must be discontinued, new records and purges of existing records may be continued as usual...as a matter of fact, it is encouraged. Such “stop” notification will occur at time of “final pull” of data from your existing Voter Registration System, which will happen only days before your county is scheduled to go live on SVRS.</p>
19	<p>Some of the last and middle names of voters contain only a single letter; is this allowable?</p> <p>While a single letter in any of the three name fields (last, first, middle) is acceptable in SVRS, the Conversion Engine identifies these as “suspect”. The Exception Reports will contain first and last names with only one or two letters to allow the election staff the opportunity to verify the name. Our experience has shown that while some of these names are valid (like first name Jo or last name Li), most are not. Middle names are not required by SVRS.</p>
20	<p>If a date of birth for a voter is not available, what should be done?</p> <p>SVRS requires a data of birth for each voter. If a date of birth is not available on the voter registration card, the date of birth may be entered as 1/1/1800. This tells the data viewer that no date of birth is available for this particular voter. This “work-around” should be used sparingly, however, since system performance may be adversely affected. Only use 1/1/1800 where no date of birth can be found.</p>
21	<p>There are voters living on 200, 202, and 204 Oak St. however, in the existing Voter Registration System, there are voters living at 201, 203, and 205 N Oak St.; this is the same street. This is showing as two different streets. Why, and is this a problem?</p> <p>To the Conversion Engine, Oak St. and N Oak St. are two different streets and thus the conversion process creates a street and street segment for both Oak St. and N Oak St. accordingly. Before the final data pull from the existing voter registration</p>

Frequently Asked Questions and Answers

	<p>system, ensure the Oak St. and N Oak St. records are changed to be uniform for the conversion process. Then, as they are matched against the USPS Database, the Conversion Engine will assign the correct street name, according to the USPS Database.</p> <p>Keeping with the same example, if you decide to change all the records to Oak St., but the USPS name is N Oak St., then the Conversion Engine will convert the records to N Oak St.</p>
22	<p>There are addresses that contain “#” in them... is this allowable?</p> <p>Number signs “#” in the range of an address are removed so that an address like “ #1 Feigenbusch St.” would be recognized as “ 1 Feigenbusch St.” and treated as a regular street address. Number signs “#” will remain in the rest of the address to maintain the unit number (ex., apartment number) should that information be present.</p>
23	<p>What should be done if there is not a regular street address in the current system (it is blank now) and on the voter’s Registration Card is a lengthy description of the street address as depicted below:</p> <p>Street address on card: 1000 feet North HWY 20 & CR-M TURN RIGHT 2ND HOUSE ON RIGHT</p> <p>SVRS requires a meaningful residential address for each voter in order to associate relevant districts for that voter based on the address. Instead of leaving the address blank in SVRS, the above address should be modified to reflect the following:</p> <p>Thousand feet North of HWY 20 & CR-M</p> <p><i>(Note that the “1000” from the card addressed is changed to a “word” as opposed to a number so that the conversion routine will not be fooled into thinking it is a house number.)</i></p>

4.5 Appendix E - Focused Messages

As needed, emails are generated to a specific audience, to communicate a message that would only be of interest to that group. For example, if specific information needs to go only to the counties involved in the pilot implementation, then a message would be generated to those counties only.

May 19, 2005

To: County Commissioners of Registration
County Superintendents of Elections
County Boards of Elections
County Clerks

From: Carol Gaskill, SVRS Project Communications Director

Re: Training Survey

The training approach for Statewide Voter Registration System (SVRS) involves two types of training, each tailored to the needs of the user community. The first type is Computer Skills Training. This training is a basic computer concepts training course, focused on skills necessary to navigate in a windows-based and web-based environment. The second type of training is Functional Training. The SVRS application is taught during this training.

Not everyone will require the Computer Skills Training, as many of your users are already familiar with windows and web applications. However, in order to identify those who do need it, we need your assistance in administering a survey to your respective staff members. Please have the staff in your office, who will be using the new Statewide Voter Registration System (SVRS), complete the attached survey. Please encourage them to be realistic about the level of their base computer skills. We would also appreciate it if you could do a final check of each completed survey to ensure you agree with the individual skills evaluation. There are specific instructions and an explanation of the survey objectives on the survey itself. **Please return the completed forms to the SVRS project office by Thursday, May 26, 2005. The fax number is (609) 588-7890.**

Additionally, if there are training facilities in your area that you would recommend, please list them in the space below.

<u>County:</u>	<u>Office:</u>	<u>Facility Name, Location, etc.</u>
_____	_____	_____

Please return this form with the completed surveys. Indicate your name and office location in the following spaces.

_____Name _____Office

THANK YOU FOR YOUR HELP AND PARTICIPATION!

4.6 Appendix F - Face-to-Face Meetings

The Change Management Team makes site visits to the county facilities during the project to help identify county concerns, monitor the success of the communication plan, and facilitate a smooth transition to the SVRS. The first round of visits was completed 6/30/2005.

Each county office election official was contacted after the distribution of the initial County Level Implementation Plans. This call was made to ensure that the Election Official understood the plan, the critical dates and their involvement in achieving those dates. Any issues were escalated to the appropriate section for resolution.

The second round of visits is expected to occur during August / September and will focus on training locations and final validation of training schedules.

Additional site visits will be scheduled as the need arises. The CMT county coordinators will attend both Track 1 and Track 2 training sessions and will provide one day of onsite support the day of go-live in each county.

4.7 Appendix G - Resource Guide

The Change Management Team has identified a method and repository for housing SVRS project communications, such as memos, informational documents, systems and procedures materials, and schedules. These communications are available on the following website which is accessible to all users of the Statewide Voter Registration System: <http://njelections.org/svrs/index.html>

Project Planning & Oversight

Project kick-off, planning, and other documents that show how the project is being planned and executed.

[Bidder Demonstration](#) – Orals presentation conducted by Covansys on 01/20/05 and 01/21/05 during the procurement process (10.5MB PowerPoint file)

[Project Demo](#) – presentation conducted for county election officials on 2/15/05 to provide high level product overview

[Kick-off Presentation](#) – presented at the SVRS project kickoff held on 03/08/05 in Atlantic City

[Organization Chart](#) – vendor team and contact information

[Original Project Plan](#) – plan produced during the initiation phase of the project

[Project Guide](#) – phase and task explanations describing what tasks and milestones will occur during each phase of the implementation.

Appendix D: [County Site Survey](#)

[Project Guide Summary](#) – a 2-page high-level summary of the Project Guide

[SVRS Pilot County Process & Explanations](#) – details what pilot counties can expect to occur, and what will be required of a pilot county

Hardware/Software

Specifications, plans and schedules for the hardware and software to be purchased and installed at each county location.

[Barcode Reader Specs](#) - Manufacturer's specification sheet describing the barcode reader being purchased for each new PC

[Label Printer Specs](#) - Manufacturer's specification sheet describing the label printer being purchased for each new PC

[County Hardware Distribution](#) - End user hardware distribution of PC's, printers and scanners for each county office. These counts are the basis for the hardware order being placed with the manufacturer

[PC Workstation Specs](#)– Manufacturer's specification sheet describing the PC being purchased for the end users

[Printer Specs \(High-Volume\)](#)– Manufacturer's specification sheet describing the printer being purchased for offices with high volume printing needs

[Scanner Specs \(High-Volume\)](#)) – Manufacturer's specification sheet describing the scanner being purchased for offices with high volume scanning needs

[Printer Specs \(Mid-Volume\)](#)– Manufacturer's specification sheet describing the printer being purchased for offices with moderate volume printing needs

<p>Hosting Infrastructure – Documentation of the Covansys hosting service, which will be used to host the SVRS application</p> <p>County Server Capacity Planning – Details the analysis of county voter volumes, and provides the recommended solution for Hardware, Software, Data Storage, and Network Bandwidth for the county application/print and database servers</p>
<p>Conversions <i>Process, plans and schedules for the conversion activities required to convert each county's data to the statewide database used by SVRS.</i></p>
<p>Data Conversion Programs – an overview of the conversion tools, plug-ins, scripts and programs used by the Aradyme Conversion Engine, addressing extraction, mapping, and exception reporting</p>
<p>System Design <i>Documents describing the functionality being provided by the SVRS, including highlights from the Joint Application Development (JAD) sessions, which were held to refine the requirements and functionality of the system.</i></p>
<p>Configuration Management Plan– Describes the process being used to control changes to the requirements, design and code for the SVRS project</p> <p>DIA Integration Plan– Defines the elements necessary for the integration of the Direct Impact Agencies (DIA) with SVRS</p> <p>Development Milestones/Plan– Detailed description of the Development Plan, Methodology, and associated Milestones for modifying the base version of ElectionNet to meet New Jersey's requirements for SVRS</p> <p>Design & Configuration Plan – describes how SVRS will be designed and built, and how changes to the application will be handled</p>
<p>Schedule <i>Current project plan and timeline, and any other documents which may provide details regarding the project schedule.</i></p>
<p>High-level Timeline – project timeline by phase</p> <p>Current Project Plan – project plan, last updated on 04/15/05</p>
<p>Communications <i>Details about the Change Management and Communication program being used for the project.</i></p>
<p>Change Management Program Plan – plan for transition and project communications, as delivered to the State by Covansys on 04/18/05</p>
<p>Training <i>Documents defining the training process, types of training, training plan and schedule.</i></p>
<p>Training Plan – Initial draft of the training plan to be used for the SVRS project – includes information on how the training (and training materials) will be designed and delivered</p> <p>Computer Skills Survey – survey used for determining focus areas for training classes</p>

User Acceptance Test

Plans, schedule and responsibilities for User Acceptance Testing, which will involve user testing of the SVRS system to ensure it meets the requirements as defined.

Placeholder...Documents To Be Developed...**Maintenance & Support**

Guidelines, procedures, contact information and other details for the period which begins after all counties have been moved to the SVRS.

Placeholder...Documents To Be Developed...

4.8 Appendix H – County Level Implementation Plans (CLIPS)

The original CLIPS for the pilot counties were distributed on 7/28/2005 and the CLIPS for the rest of the counties were distributed on 8/03/2005. Copies of these plans are included on the following pages.

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
SCHEDULED "GO LIVE" DATE
SUPERINTENDENT OF ELECTIONS
BOARD OF ELECTIONS

COUNTY CLERK
BUSINESS TRANSITION TEAM CONTACT
CLIP REVISION # AND DATE

ATLANTIC
11/23/05
Joanne Armbruster
Patricia Milligan
Bill Sacchinelli
Michael J. Garvin
Mary Jo Goetz
Original: 8/03/05

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	6/1/05	C
Initial data pull complete	6/1/05	6/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	7/27/05	7/27/05	I
Deliver exception reports to county (Interim)	8/17/05	8/17/05	
Data cleansed by county staff (Interim)	8/18/05	8/31/05	
Interim data pull complete	8/31/05	8/31/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	11/11/05	11/11/05	
Convert to Production, "Go Live"	11/14/05	11/23/05	
Deliver audit/control and exception reports to county (Final)	11/23/05	11/23/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/1/05	5/10/05	C
Confirm hardware requirements with county	6/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	9/6/05	9/16/05	
County support of county server installation	9/19/05	9/23/05	
County support of workstations, scanners, & printers installation	9/12/05	9/23/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	6/10/05	C
Confirm training locations with county (T1)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T1)	8/11/05	8/25/05	
Attend / Complete Training (T1)	9/8/05	9/8/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training locations with county (T2)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T2)	10/18/05	11/1/05	
Attend / Complete Training (T2)	11/15/05	11/17/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	7/20/05	7/20/05	C
"Go Live" On-Site Support	11/23/05	11/23/05	
COMMENTS	H/W counts sent wk of 8/13 by M. Silbenik.		
TRAINING INFO TRACK 1	# Attendees: 3 Location: Southern Regional Institute		
TRAINING INFO TRACK 2	# Attendees: 20 Location: Southern Regional Institute		

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
SCHEDULED "GO LIVE" DATE
SUPERINTENDENT OF ELECTIONS
BOARD OF ELECTIONS

BERGEN
12/18/05
Patricia DiCostanzo
Joann Thieleman

COUNTY CLERK
BUSINESS TRANSITION TEAM CONTACT
CLIP REVISION # AND DATE

Kathleen A. Donovan
Sonam Bakhshi
Original: 8/03/05

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	6/1/05	C
Initial data pull complete	6/1/05	6/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	9/26/05	9/26/05	
Deliver exception reports to county (Interim)	10/17/05	10/17/05	
Data cleansed by county staff (Interim)	10/18/05	10/31/05	
Interim data pull complete	10/31/05	10/31/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	12/6/05	12/6/05	
Convert to Production, "Go Live"	12/7/05	12/16/05	
Deliver audit/control and exception reports to county (Final)	12/16/05	12/16/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/1/05	5/10/05	C
Confirm hardware requirements with county	6/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	9/6/05	9/16/05	
County support of county server installation	10/3/05	10/7/05	
County support of workstations, scanners, & printers installation	9/12/05	9/23/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	6/10/05	C
Confirm training locations with county (T1)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T1)	9/16/05	9/30/05	
Attend / Complete Training (T1)	10/14/05	10/14/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training locations with county (T2)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T2)	11/8/05	11/22/05	
Attend / Complete Training (T2)	12/6/05	12/8/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	5/31/05	5/31/05	C
"Go Live" On-Site Support	12/16/05	12/16/05	
COMMENTS	H/W counts sent wk of 6/13 by M. Sibenik.		
TRAINING INFO TRACK 1	# Attendees: 15 Location: County of Passaic Police Academy		
TRAINING INFO TRACK 2	# Attendees: 45 Location: Bergen County Technical Schools		

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
SCHEDULED "GO LIVE" DATE
SUPERINTENDENT OF ELECTIONS
BOARD OF ELECTIONS

COUNTY CLERK
BUSINESS TRANSITION TEAM CONTACT
CLIP REVISION # AND DATE

BURLINGTON
12/16/05
Joanne Nyikita
Jutta Fow
Alice Furia
Philip Haines
Mary Jo Goetz
Original: 8/03/05

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	6/1/05	C
Initial data pull complete	6/1/05	6/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	9/26/05	9/26/05	
Deliver exception reports to county (Interim)	10/17/05	10/17/05	
Data cleansed by county staff (Interim)	10/18/05	10/31/05	
Interim data pull complete	10/31/05	10/31/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	12/6/05	12/6/05	
Convert to Production, "Go Live"	12/7/05	12/16/05	
Deliver audit/control and exception reports to county (Final)	12/16/05	12/16/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/1/05	5/10/05	C
Confirm hardware requirements with county	6/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	9/6/05	9/16/05	
County support of county server installation	10/3/05	10/7/05	
County support of workstations, scanners, & printers installation	9/12/05	9/23/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	6/10/05	C
Confirm training locations with county (T1)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T1)	9/2/05	9/16/05	
Attend / Complete Training (T1)	9/30/05	9/30/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training locations with county (T2)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T2)	11/15/05	11/29/05	
Attend / Complete Training (T2)	12/13/05	12/15/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	6/23/05	6/23/05	C
"Go Live" On-Site Support	12/16/05	12/16/05	
COMMENTS	H/W counts sent wk of 8/13 by M. Sibenik.		
TRAINING INFO TRACK 1	# Attendees: 3 Location: TBD		
TRAINING INFO TRACK 2	# Attendees: 29 Location: TBD		

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
SCHEDULED "GO LIVE" DATE
SUPERINTENDENT OF ELECTIONS
BOARD OF ELECTIONS

COUNTY CLERK
BUSINESS TRANSITION TEAM CONTACT
CLIP REVISION # AND DATE

CAMDEN
12/2/05
Phyllis Pearl
Gail Peterson
Sharon Seman
James E. Beach
Mary Jo Goetz
Original: 8/03/05

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	6/1/05	C
Initial data pull complete	6/1/05	6/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	8/16/05	8/16/05	
Deliver exception reports to county (Interim)	9/6/05	9/6/05	
Data cleansed by county staff (Interim)	9/7/05	9/20/05	
Interim data pull complete	9/20/05	9/20/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	11/18/05	11/18/05	
Convert to Production, "Go Live"	11/21/05	12/2/05	
Deliver audit/control and exception reports to county (Final)	12/2/05	12/2/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/1/05	5/10/05	C
Confirm hardware requirements with county	6/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	9/6/05	9/16/05	
County support of county server installation	9/26/05	9/30/05	
County support of workstations, scanners, & printers installation	9/12/05	9/23/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	6/10/05	C
Confirm training locations with county (T1)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T1)	9/2/05	9/16/05	
Attend / Complete Training (T1)	9/30/05	9/30/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training locations with county (T2)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T2)	11/1/05	11/15/05	
Attend / Complete Training (T2)	11/29/05	12/1/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	6/23/05	6/23/05	C
"Go Live" On-Site Support	12/2/05	12/2/05	
COMMENTS	H/W counts sent wk of 6/13 by M. Sibenik.		
TRAINING INFO TRACK 1	# Attendees: 8 Location: TBD		
TRAINING INFO TRACK 2	# Attendees: 44 Location: Camden County Community College		

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
 SCHEDULED "GO LIVE" DATE
 SUPERINTENDENT OF ELECTIONS
 BOARD OF ELECTIONS

 COUNTY CLERK
 BUSINESS TRANSITION TEAM CONTACT
 CLIP REVISION # AND DATE

CAPE MAY
 11/23/05
 N/A
 Patrice Bailey
 Joy Erb
 Rita Marie Fulginiti (Acting)
 Mary Jo Goetz
 Original: 8/03/05

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	6/1/05	C
Initial data pull complete	6/1/05	6/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	7/27/05	7/27/05	I
Deliver exception reports to county (Interim)	8/17/05	8/17/05	
Data cleansed by county staff (Interim)	8/18/05	8/31/05	
Interim data pull complete	8/31/05	8/31/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	11/11/05	11/11/05	
Convert to Production, "Go Live"	11/14/05	11/23/05	
Deliver audit/control and exception reports to county (Final)	11/23/05	11/23/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/1/05	5/10/05	C
Confirm hardware requirements with county	6/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	9/6/05	9/16/05	
County support of county server installation	9/19/05	9/23/05	
County support of workstations, scanners, & printers installation	9/12/05	9/23/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	6/10/05	C
Confirm training locations with county (T1)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T1)	8/11/05	8/25/05	
Attend / Complete Training (T1)	9/8/05	9/8/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training locations with county (T2)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T2)	10/18/05	11/1/05	
Attend / Complete Training (T2)	11/15/05	11/17/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	6/9/05	6/9/05	C
"Go Live" On-Site Support	11/23/05	11/23/05	
COMMENTS	H/W counts sent wk of 6/13 by M. Sibenik.		
TRAINING INFO TRACK 1	# Attendees: 4 Location: Southern Regional Institute		
TRAINING INFO TRACK 2	# Attendees: 14 Location: Southern Regional Institute		

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
SCHEDULED "GO LIVE" DATE
SUPERINTENDENT OF ELECTIONS
BOARD OF ELECTIONS

COUNTY CLERK
BUSINESS TRANSITION TEAM CONTACT
CLIP REVISION # AND DATE

CUMBERLAND
11/23/05
N/A
Lucy Olszewski
Georgia Vanaman
Gloria Noto
Mary Jo Goetz
Original: 8/03/05

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	6/1/05	C
Initial data pull complete	6/1/05	6/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	7/27/05	7/27/05	I
Deliver exception reports to county (Interim)	8/17/05	8/17/05	
Data cleansed by county staff (Interim)	8/18/05	8/31/05	
Interim data pull complete	8/31/05	8/31/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	11/11/05	11/11/05	
Convert to Production, "Go Live"	11/14/05	11/23/05	
Deliver audit/control and exception reports to county (Final)	11/23/05	11/23/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/1/05	5/10/05	C
Confirm hardware requirements with county	6/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	9/6/05	9/16/05	
County support of county server installation	9/19/05	9/23/05	
County support of workstations, scanners, & printers installation	9/12/05	9/23/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	6/10/05	C
Confirm training locations with county (T1)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T1)	8/11/05	8/25/05	
Attend / Complete Training (T1)	9/8/05	9/8/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training locations with county (T2)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T2)	10/18/05	11/1/05	
Attend / Complete Training (T2)	11/15/05	11/17/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	8/15/05	8/15/05	C
"Go Live" On-Site Support	11/23/05	11/23/05	
COMMENTS	H/W counts sent wk of 6/13 by M. Sibenik.		
TRAINING INFO TRACK 1	# Attendees: 2 Location: Southern Regional Institute		
TRAINING INFO TRACK 2	# Attendees: 9 Location: Southern Regional Institute		

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
SCHEDULED "GO LIVE" DATE
SUPERINTENDENT OF ELECTIONS
BOARD OF ELECTIONS

ESSEX
10/10/05
Carmine Casciano
Linda von Nessi

COUNTY CLERK
BUSINESS TRANSITION TEAM CONTACT

Patrick J. McNally
Sonam Bakhshi

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	6/1/05	C
Initial data pull complete	6/1/05	6/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	7/15/05	7/15/05	C
Deliver exception reports to county (Interim)	8/9/05	8/9/05	
Data cleansed by county staff (Interim)	8/10/05	8/23/05	
Interim data pull complete	8/23/05	8/23/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	9/28/05	9/28/05	
Convert to Production, "Go Live"	9/29/05	10/10/05	
Deliver audit/control and exception reports to county (Final)	10/10/05	10/10/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/1/05	5/10/05	C
Confirm hardware requirements with county	6/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	8/15/05	8/26/05	
County support of county server installation	9/6/05	9/9/05	
County support of workstations, scanners, & printers installation	8/29/05	9/2/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	6/10/05	C
Confirm training dates with county (T1)	8/3/05	8/3/05	
Conduct roster planning for county staff (T1)	8/5/05	8/18/05	
Attend / Complete Training (T1)	8/31/05	8/31/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training dates with county (T2)	8/3/05	8/3/05	
Conduct roster planning for county staff (T2)	9/6/05	9/20/05	
Attend / Complete Training (T2)	10/4/05	10/6/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	5/17/05	5/17/05	C
"Go Live" On-Site Support	10/10/05	10/10/05	
COMMENTS	H/W counts sent wk of 6/13 by M. Sibenik.		
TRAINING INFO TRACK 1	# Attendees: 20 Location: TBD		
TRAINING INFO TRACK 2	# Attendees: 36 Location: TBD (tentative, Rutgers Newark)		

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
SCHEDULED "GO LIVE" DATE
SUPERINTENDENT OF ELECTIONS
BOARD OF ELECTIONS

COUNTY CLERK
BUSINESS TRANSITION TEAM CONTACT

GLOUCESTER
10/3/05
N/A
Mark Harris
Stephanie Salvatore
James Hogan
Mary Jo Goetz

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	6/1/05	C
Initial data pull complete	6/1/05	6/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	7/15/05	7/15/05	C
Deliver exception reports to county (Interim)	8/9/05	8/9/05	
Data cleansed by county staff (Interim)	8/10/05	8/23/05	
Interim data pull complete	8/23/05	8/23/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	9/21/05	9/21/05	
Convert to Production, "Go Live"	9/22/05	10/3/05	
Deliver audit/control and exception reports to county (Final)	10/3/05	10/3/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/1/05	5/10/05	C
Confirm hardware requirements with county	6/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	8/15/05	8/26/05	
County support of county server installation	9/6/05	9/9/05	
County support of workstations, scanners, & printers installation	8/29/05	9/2/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	6/10/05	C
Confirm training dates with county (T1)	8/3/05	8/3/05	
Conduct roster planning for county staff (T1)	8/5/05	8/18/05	
Attend / Complete Training (T1)	8/29/05	8/29/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training dates with county (T2)	8/3/05	8/3/05	
Conduct roster planning for county staff (T2)	9/1/05	9/15/05	
Attend / Complete Training (T2)	9/29/05	9/29/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	5/24/05	5/24/05	C
"Go Live" On-Site Support	10/3/05	10/3/05	
COMMENTS	H/W counts sent wk of 6/13 by M. Sibenik.		
TRAINING INFO TRACK 1	# Attendees: 3 Location: Hughes Justice Complex, Trenton		
TRAINING INFO TRACK 2	# Attendees: 17 Location: Gloucester County Board of Elections Office, training room		

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
SCHEDULED "GO LIVE" DATE
SUPERINTENDENT OF ELECTIONS
BOARD OF ELECTIONS

HUDSON
11/23/05
Marie Borace
Maria Klein

COUNTY CLERK
BUSINESS TRANSITION TEAM CONTACT
CLIP REVISION # AND DATE

Javier Inclan
Kathy Manning
Original: 8/03/05

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	6/1/05	C
Initial data pull complete	6/1/05	6/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	7/27/05	7/27/05	I
Deliver exception reports to county (Interim)	8/17/05	8/17/05	
Data cleansed by county staff (Interim)	8/18/05	8/31/05	
Interim data pull complete	8/31/05	8/31/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	11/11/05	11/11/05	
Convert to Production, "Go Live"	11/14/05	11/23/05	
Deliver audit/control and exception reports to county (Final)	11/23/05	11/23/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/1/05	5/10/05	C
Confirm hardware requirements with county	6/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	9/6/05	9/16/05	
County support of county server installation	9/19/05	9/23/05	
County support of workstations, scanners, & printers installation	9/12/05	9/23/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	6/10/05	C
Confirm training locations with county (T1)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T1)	8/5/05	8/18/05	
Attend / Complete Training (T1)	8/31/05	8/31/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training locations with county (T2)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T2)	10/18/05	11/1/05	
Attend / Complete Training (T2)	11/16/05	11/17/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	6/16/05	6/16/05	C
"Go Live" On-Site Support	11/23/05	11/23/05	
COMMENTS	H/W counts sent wk of 6/13 by M. Sibenik.		
TRAINING INFO TRACK 1	# Attendees: 6 Location: TBD		
TRAINING INFO TRACK 2	# Attendees: 28 Location: Meadowview Training Center, Secaucus, NJ		

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
SCHEDULED "GO LIVE" DATE
SUPERINTENDENT OF ELECTIONS
BOARD OF ELECTIONS

HUNTERDON

12/16/05

N/A

Dick Lynch

COUNTY CLERK
BUSINESS TRANSITION TEAM CONTACT
CLIP REVISION # AND DATE

Dorothy Tirpok

Kathy Manning

Original: 8/03/05

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	6/1/05	C
Initial data pull complete	6/1/05	6/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	9/26/05	9/26/05	
Deliver exception reports to county (Interim)	10/17/05	10/17/05	
Data cleansed by county staff (Interim)	10/18/05	10/31/05	
Interim data pull complete	10/31/05	10/31/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	12/6/05	12/6/05	
Convert to Production, "Go Live"	12/7/05	12/16/05	
Deliver audit/control and exception reports to county (Final)	12/16/05	12/16/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/11/05	5/10/05	C
Confirm hardware requirements with county	6/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	9/6/05	9/16/05	
County support of county server installation	10/3/05	10/7/05	
County support of workstations, scanners, & printers installation	9/12/05	9/23/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	6/10/05	C
Confirm training locations with county (T1)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T1)	9/8/05	9/22/05	
Attend / Complete Training (T1)	10/6/05	10/6/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training locations with county (T2)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T2)	11/8/05	11/22/05	
Attend / Complete Training (T2)	12/5/05	12/7/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	6/30/05	6/30/05	C
"Go Live" On-Site Support	12/16/05	12/16/05	
COMMENTS	H/W counts sent wk of 6/13 by M. Sibenik.		
TRAINING INFO TRACK 1	# Attendees: 1 Location: Somerset County Training Room		
TRAINING INFO TRACK 2	# Attendees: 8 Location: Somerset County Training Room		

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
SCHEDULED "GO LIVE" DATE
SUPERINTENDENT OF ELECTIONS
BOARD OF ELECTIONS

MERCER
10/3/05
Bettye Monroe (Acting)
Karen Howard

COUNTY CLERK
BUSINESS TRANSITION TEAM CONTACT

Catherine DiCostanzo
Kathy Manning

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	6/1/05	C
Initial data pull complete	6/1/05	6/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	7/15/05	7/15/05	C
Deliver exception reports to county (Interim)	8/9/05	8/9/05	
Data cleansed by county staff (Interim)	8/10/05	8/23/05	
Interim data pull complete	8/23/05	8/23/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	9/21/05	9/21/05	
Convert to Production, "Go Live"	9/22/05	10/3/05	
Deliver audit/control and exception reports to county (Final)	10/3/05	10/3/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/1/05	5/10/05	C
Confirm hardware requirements with county	6/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	8/15/05	8/28/05	
County support of county server installation	8/29/05	9/2/05	
County support of workstations, scanners, & printers installation	8/29/05	9/2/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	6/10/05	C
Confirm training dates with county (T1)	8/3/05	8/3/05	
Conduct roster planning for county staff (T1)	8/5/05	8/18/05	
Attend / Complete Training (T1)	8/29/05	8/29/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training dates with county (T2)	8/3/05	8/3/05	
Conduct roster planning for county staff (T2)	8/30/05	9/13/05	
Attend / Complete Training (T2)	9/27/05	9/28/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	5/25/05	5/24/05	C
"Go Live" On-Site Support	10/3/05	10/3/05	
COMMENTS	H/W counts sent wk of 6/13 by M. Sibenik.		
TRAINING INFO TRACK 1	# Attendees: 14 Location: Hughes Justice Complex, Trenton		
TRAINING INFO TRACK 2	# Attendees: 24 Location: Hughes Justice Complex, Trenton		

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
SCHEDULED "GO LIVE" DATE
SUPERINTENDENT OF ELECTIONS
BOARD OF ELECTIONS

COUNTY CLERK
BUSINESS TRANSITION TEAM CONTACT

MIDDLESEX
10/10/05
N/A
James Vokral
Kate Bolger
Elaine M. Flynn
Kathy Manning

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	6/1/05	C
Initial data pull complete	6/1/05	6/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	7/15/05	7/15/05	C
Deliver exception reports to county (Interim)	8/9/05	8/9/05	
Data cleansed by county staff (Interim)	8/10/05	8/23/05	
Interim data pull complete	8/23/05	8/23/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	9/28/05	9/28/05	
Convert to Production, "Go Live"	9/29/05	10/10/05	
Deliver audit/control and exception reports to county (Final)	10/10/05	10/10/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/1/05	5/10/05	C
Confirm hardware requirements with county	6/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	8/15/05	8/28/05	
County support of county server installation	8/29/05	9/2/05	
County support of workstations, scanners, & printers installation	8/29/05	9/2/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	6/10/05	C
Confirm training dates with county (T1)	8/3/05	8/3/05	
Conduct roster planning for county staff (T1)	8/5/05	8/18/05	
Attend / Complete Training (T1)	8/29/05	8/29/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training dates with county (T2)	8/3/05	8/3/05	
Conduct roster planning for county staff (T2)	9/6/05	9/20/05	
Attend / Complete Training (T2)	10/4/05	10/5/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	5/17/05	5/17/05	C
"Go Live" On-Site Support	10/10/05	10/10/05	
COMMENTS	H/W counts sent wk of 6/13 by M. Sibenik.		
TRAINING INFO TRACK 1	# Attendees: 2 Location: Hughes Justice Complex, Trenton		
TRAINING INFO TRACK 2	# Attendees: 22 Location: County Administration Building, New Brunswick		

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
SCHEDULED "GO LIVE" DATE
SUPERINTENDENT OF ELECTIONS
BOARD OF ELECTIONS

MONMOUTH
12/2/05
John Bradshaw
Hedra Siskel

COUNTY CLERK
BUSINESS TRANSITION TEAM CONTACT
CLIP REVISION # AND DATE

M. Claire French
Kathy Manning
Original: 8/03/05

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	6/1/05	C
Initial data pull complete	6/1/05	6/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	8/16/05	8/16/05	
Deliver exception reports to county (Interim)	9/6/05	9/6/05	
Data cleansed by county staff (Interim)	9/7/05	9/20/05	
Interim data pull complete	9/20/05	9/20/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	11/18/05	11/18/05	
Convert to Production, "Go Live"	11/21/05	12/2/05	
Deliver audit/control and exception reports to county (Final)	12/2/05	12/2/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/1/05	5/10/05	C
Confirm hardware requirements with county	6/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	9/6/05	9/16/05	
County support of county server installation	9/26/05	9/30/05	
County support of workstations, scanners, & printers installation	9/12/05	9/23/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	6/10/05	C
Confirm training locations with county (T1)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T1)	8/24/05	9/7/05	
Attend / Complete Training (T1)	9/21/05	9/21/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training locations with county (T2)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T2)	11/1/05	11/15/05	
Attend / Complete Training (T2)	11/29/05	12/1/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	6/16/05	6/16/05	C
"Go Live" On-Site Support	12/2/05	12/2/05	
COMMENTS	H/W counts sent wk of 8/13 by M. Sibenik.		
TRAINING INFO TRACK 1	# Attendees: 33 Location: Monmouth County Training Center		
TRAINING INFO TRACK 2	# Attendees: 36 Location: Monmouth County Training Center		

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
SCHEDULED "GO LIVE" DATE
SUPERINTENDENT OF ELECTIONS
BOARD OF ELECTIONS

MORRIS
12/12/05
Roseanne Travaglia
Betty Donegan

COUNTY CLERK
BUSINESS TRANSITION TEAM CONTACT
CLIP REVISION # AND DATE

Joan Bramhall
Sonam Bakhshi
Original: 8/03/05

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	6/1/05	C
Initial data pull complete	6/1/05	6/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	9/6/05	9/6/05	
Deliver exception reports to county (Interim)	9/27/05	9/27/05	
Data cleansed by county staff (Interim)	9/28/05	10/11/05	
Interim data pull complete	10/11/05	10/11/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	11/30/05	11/30/05	
Convert to Production, "Go Live"	12/1/05	12/12/05	
Deliver audit/control and exception reports to county (Final)	12/12/05	12/12/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/1/05	5/10/05	C
Confirm hardware requirements with county	6/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	9/6/05	9/16/05	
County support of county server installation	9/26/05	9/30/05	
County support of workstations, scanners, & printers installation	9/12/05	9/23/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	6/10/05	C
Confirm training locations with county (T1)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T1)	9/8/05	9/22/05	
Attend / Complete Training (T1)	10/6/05	10/6/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training locations with county (T2)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T2)	11/10/05	11/23/05	
Attend / Complete Training (T2)	12/8/05	12/9/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	8/29/05	8/29/05	C
"Go Live" On-Site Support	12/12/05	12/12/05	
COMMENTS	H/W counts sent wk of 6/13 by M. Sibenik.		
TRAINING INFO TRACK 1	# Attendees: 0 Location: Somerset County Training Room		
TRAINING INFO TRACK 2	# Attendees: 27 Location: Morris Police Academy		

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
SCHEDULED "GO LIVE" DATE
SUPERINTENDENT OF ELECTIONS
BOARD OF ELECTIONS

OCEAN

10/3/05

N/A

Bob Giles

Nilda Frulio

Carl W. Block

Mary Jo Goetz

COUNTY CLERK

BUSINESS TRANSITION TEAM CONTACT

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	8/1/05	C
Initial data pull complete	8/1/05	8/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	7/15/05	7/15/05	C
Deliver exception reports to county (Interim)	8/9/05	8/9/05	
Data cleansed by county staff (Interim)	8/10/05	8/23/05	
Interim data pull complete	8/23/05	8/23/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	9/21/05	9/21/05	
Convert to Production, "Go Live"	9/22/05	10/3/05	
Deliver audit/control and exception reports to county (Final)	10/3/05	10/3/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/1/05	5/10/05	C
Confirm hardware requirements with county	8/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	8/15/05	8/26/05	
County support of county server installation	8/29/05	9/2/05	
County support of workstations, scanners, & printers installation	8/29/05	9/2/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	6/10/05	C
Confirm training dates with county (T1)	8/3/05	8/3/05	
Conduct roster planning for county staff (T1)	8/5/05	8/18/05	
Attend / Complete Training (T1)	8/25/05	8/25/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training dates with county (T2)	8/3/05	8/3/05	
Conduct roster planning for county staff (T2)	8/30/05	9/13/05	
Attend / Complete Training (T2)	9/27/05	9/30/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	5/24/05	5/24/05	C
"Go Live" On-Site Support	10/3/05	10/3/05	
COMMENTS	H/W counts sent wk of 8/13 by M. Sibenik.		
TRAINING INFO TRACK 1	# Attendees: 20 Location: Ocean County Training Center		
TRAINING INFO TRACK 2	# Attendees: 51 Location: Ocean County Training Center (tentative, pending confirmation)		

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
SCHEDULED "GO LIVE" DATE
SUPERINTENDENT OF ELECTIONS
BOARD OF ELECTIONS

PASSAIC
12/18/05
Laura Freytes
Ken Hirman

COUNTY CLERK
BUSINESS TRANSITION TEAM CONTACT
CLIP REVISION # AND DATE

Karen Brown
Sonam Bakhshi
Original: 8/03/05

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	6/1/05	C
Initial data pull complete	6/1/05	6/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	9/26/05	9/26/05	
Deliver exception reports to county (Interim)	10/17/05	10/17/05	
Data cleansed by county staff (Interim)	10/18/05	10/31/05	
Interim data pull complete	10/31/05	10/31/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	12/6/05	12/6/05	
Convert to Production, "Go Live"	12/7/05	12/16/05	
Deliver audit/control and exception reports to county (Final)	12/16/05	12/16/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/1/05	5/10/05	C
Confirm hardware requirements with county	6/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	9/6/05	9/16/05	
County support of county server installation	10/3/05	10/7/05	
County support of workstations, scanners, & printers installation	9/12/05	9/23/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	6/10/05	C
Confirm training locations with county (T1)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T1)	9/16/05	9/30/05	
Attend / Complete Training (T1)	10/14/05	10/14/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training locations with county (T2)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T2)	11/15/05	11/29/05	
Attend / Complete Training (T2)	12/13/05	12/15/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	6/29/05	6/29/05	C
"Go Live" On-Site Support	12/16/05	12/16/05	
COMMENTS	H/W counts sent wk of 6/13 by M. Sibenik.		
TRAINING INFO TRACK 1	# Attendees: 12 Location: County of Passaic Police Academy		
TRAINING INFO TRACK 2	# Attendees: 33 Location: County of Passaic Police Academy		

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
SCHEDULED "GO LIVE" DATE
SUPERINTENDENT OF ELECTIONS
BOARD OF ELECTIONS

COUNTY CLERK
BUSINESS TRANSITION TEAM CONTACT
CLIP REVISION # AND DATE

SALEM
11/23/05
N/A
Joan Wojculewski
Peggy Butler
Gilda T. Gill
Mary Jo Goetz
Original: 8/03/05

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	6/1/05	C
Initial data pull complete	6/1/05	6/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	7/27/05	7/27/05	I
Deliver exception reports to county (Interim)	8/17/05	8/17/05	
Data cleansed by county staff (Interim)	8/18/05	8/31/05	
Interim data pull complete	8/31/05	8/31/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	11/11/05	11/11/05	
Convert to Production, "Go Live"	11/14/05	11/23/05	
Deliver audit/control and exception reports to county (Final)	11/23/05	11/23/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/1/05	5/10/05	C
Confirm hardware requirements with county	6/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	9/6/05	9/16/05	
County support of county server installation	9/19/05	9/23/05	
County support of workstations, scanners, & printers installation	9/12/05	9/23/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	8/10/05	C
Confirm training locations with county (T1)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T1)	8/11/05	8/25/05	
Attend / Complete Training (T1)	9/8/05	9/8/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training locations with county (T2)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T2)	10/18/05	11/1/05	
Attend / Complete Training (T2)	11/15/05	11/15/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	8/15/05	8/15/05	C
"Go Live" On-Site Support	11/23/05	11/23/05	
COMMENTS	H/W counts sent wk of 6/13 by M. Sibenik.		
TRAINING INFO TRACK 1	# Attendees: 1 Location: Southern Regional Institute		
TRAINING INFO TRACK 2	# Attendees: 8 Location: tentative, Gloucester County Board of Elections Office, training room		

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
SCHEDULED "GO LIVE" DATE
SUPERINTENDENT OF ELECTIONS
BOARD OF ELECTIONS

COUNTY CLERK
BUSINESS TRANSITION TEAM CONTACT
CLIP REVISION # AND DATE

SOMERSET
12/12/05
N/A
Tom Fagan
Janice Hoffner
Brett Radi
Kathy Manning
Original: 8/03/05

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	6/1/05	C
Initial data pull complete	6/1/05	6/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	9/6/05	9/6/05	
Deliver exception reports to county (Interim)	9/27/05	9/27/05	
Data cleansed by county staff (Interim)	9/28/05	10/11/05	
Interim data pull complete	10/11/05	10/11/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	11/30/05	11/30/05	
Convert to Production, "Go Live"	12/1/05	12/12/05	
Deliver audit/control and exception reports to county (Final)	12/12/05	12/12/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/1/05	5/10/05	C
Confirm hardware requirements with county	6/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	9/6/05	9/16/05	
County support of county server installation	9/26/05	9/30/05	
County support of workstations, scanners, & printers installation	9/12/05	9/23/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	6/10/05	C
Confirm training locations with county (T1)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T1)	9/8/05	9/22/05	
Attend / Complete Training (T1)	10/6/05	10/6/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training locations with county (T2)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T2)	11/8/05	11/22/05	
Attend / Complete Training (T2)	12/5/05	12/7/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	6/30/05	6/30/05	C
"Go Live" On-Site Support	12/12/05	12/12/05	
COMMENTS	H/W counts sent wk of 6/13 by M. Sibenik.		
TRAINING INFO TRACK 1	# Attendees: 6 Location: Somerset County Training Room		
TRAINING INFO TRACK 2	# Attendees: 14 Location: Somerset County Training Room		

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
SCHEDULED "GO LIVE" DATE
SUPERINTENDENT OF ELECTIONS
BOARD OF ELECTIONS

SUSSEX
12/2/05
N/A
JoAnn Williams

COUNTY CLERK
BUSINESS TRANSITION TEAM CONTACT
CLIP REVISION # AND DATE

Erma Gormley
Sonam Bakhshi
Original: 8/03/05

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	6/1/05	C
Initial data pull complete	6/1/05	6/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	8/16/05	8/16/05	
Deliver exception reports to county (Interim)	9/6/05	9/6/05	
Data cleansed by county staff (Interim)	9/7/05	9/20/05	
Interim data pull complete	9/20/05	9/20/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	11/18/05	11/18/05	
Convert to Production, "Go Live"	11/21/05	12/2/05	
Deliver audit/control and exception reports to county (Final)	12/2/05	12/2/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/1/05	5/10/05	C
Confirm hardware requirements with county	6/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	9/6/05	9/16/05	
County support of county server installation	9/26/05	9/30/05	
County support of workstations, scanners, & printers installation	9/12/05	9/23/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	6/10/05	C
Confirm training locations with county (T1)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T1)	9/8/05	9/22/05	
Attend / Complete Training (T1)	10/6/05	10/6/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training locations with county (T2)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T2)	11/4/05	11/18/05	
Attend / Complete Training (T2)	12/2/05	12/2/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	8/22/05	8/22/05	C
"Go Live" On-Site Support	12/2/05	12/2/05	
COMMENTS	H/W counts sent wk of 8/13 by M. Sibenik.		
TRAINING INFO TRACK 1	# Attendees: 3 Location: Somerset County Training Room		
TRAINING INFO TRACK 2	# Attendees: 9 Location: TBD		

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
SCHEDULED "GO LIVE" DATE
SUPERINTENDENT OF ELECTIONS
BOARD OF ELECTIONS

UNION
10/10/05
N/A
Dennis Kobitz
Michael Moussallem
Patrick J. McNally
Sonam Bakhshi

COUNTY CLERK
BUSINESS TRANSITION TEAM CONTACT

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	6/1/05	C
Initial data pull complete	6/1/05	6/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	7/15/05	7/15/05	C
Deliver exception reports to county (Interim)	8/9/05	8/9/05	
Data cleansed by county staff (Interim)	8/10/05	8/23/05	
Interim data pull complete	8/23/05	8/23/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	9/28/05	9/28/05	
Convert to Production, "Go Live"	9/29/05	10/10/05	
Deliver audit/control and exception reports to county (Final)	10/10/05	10/10/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/1/05	5/10/05	C
Confirm hardware requirements with county	6/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	8/15/05	8/26/05	
County support of county server installation	9/6/05	9/9/05	
County support of workstations, scanners, & printers installation	8/29/05	9/2/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	6/10/05	C
Confirm training dates with county (T1)	8/3/05	8/3/05	
Conduct roster planning for county staff (T1)	8/5/05	8/18/05	
Attend / Complete Training (T1)	8/30/05	8/30/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training dates with county (T2)	8/3/05	8/3/05	
Conduct roster planning for county staff (T2)	9/8/05	9/22/05	
Attend / Complete Training (T2)	10/6/05	10/7/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	5/17/05	5/17/05	C
"Go Live" On-Site Support	10/10/05	10/10/05	
COMMENTS	H/W counts sent wk of 6/13 by M. Sibenik.		
TRAINING INFO TRACK 1	# Attendees: 13 Location: Board of Elections office, computer room		
TRAINING INFO TRACK 2	# Attendees: 28 Location: TBD		

COUNTY LEVEL IMPLEMENTATION PLAN (CLIP)

COUNTY
SCHEDULED "GO LIVE" DATE
SUPERINTENDENT OF ELECTIONS
BOARD OF ELECTIONS

WARREN
12/12/05
N/A
Mary Meyers

COUNTY CLERK
BUSINESS TRANSITION TEAM CONTACT
CLIP REVISION # AND DATE

Terrance D. Lee
Sonam Bakhshi
Original: 8/03/05

Activity	Planned Start Date	Planned Finish Date	Status
DATA CONVERSION			
<i>Initial Data Pull</i>			
Retrieve data from county (Initial)	4/11/05	4/28/05	C
Deliver exception reports to county (Initial)	5/12/05	5/12/05	C
Data cleansed by county staff (Initial)	5/12/05	6/1/05	C
Initial data pull complete	6/1/05	6/1/05	C
<i>Interim Data Pull</i>			
Retrieve data from county (Interim)	9/6/05	9/6/05	
Deliver exception reports to county (Interim)	9/27/05	9/27/05	
Data cleansed by county staff (Interim)	9/28/05	10/11/05	
Interim data pull complete	10/11/05	10/11/05	
<i>Final Data Pull</i>			
Retrieve data from county (Final)	11/30/05	11/30/05	
Convert to Production, "Go Live"	12/1/05	12/12/05	
Deliver audit/control and exception reports to county (Final)	12/12/05	12/12/05	
HARDWARE / SOFTWARE / NETWORK			
<i>Requirements Definition</i>			
Complete site survey with county (H/W, etc.)	4/1/05	5/10/05	C
Confirm hardware requirements with county	6/1/05	7/8/05	C
<i>Installation</i>			
County support of T1 line installation	9/6/05	9/16/05	
County support of county server installation	10/3/05	10/7/05	
County support of workstations, scanners, & printers installation	9/12/05	9/23/05	
TRAINING			
<i>Track 1 - Basic Computer Skills</i>			
Complete assessment survey with county (T1)	5/19/05	6/10/05	C
Confirm training locations with county (T1)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T1)	9/8/05	9/22/05	
Attend / Complete Training (T1)	10/6/05	10/6/05	
<i>Track 2 - ElectionNET™ Functional</i>			
Confirm training locations with county (T2)	7/26/05	8/5/05	I
Conduct roster planning for county staff (T2)	11/8/05	11/22/05	
Attend / Complete Training (T2)	12/5/05	12/7/05	
BUSINESS TRANSITION (BT)			
BT on-site visit	6/22/05	6/22/05	C
"Go Live" On-Site Support	12/12/05	12/12/05	
COMMENTS	H/W counts sent wk of 6/13 by M. Sibenik.		
TRAINING INFO TRACK 1	# Attendees: 5 Location: Somerset County Training Room		
TRAINING INFO TRACK 2	# Attendees: 10 Location: Somerset County Training Room		